

Client: Federal Bureau of Investigation

Project: Z-Card Pocket Guide **Project #:** 17FBI041

Background

Live events continue to be important tools in the FBI Applicant Coordinators (ACs) recruitment strategy. A live event allows interaction with potential candidates to learn about the exciting and diverse career paths within the FBI.

However, as technology advances, large print materials are being phased out in place of small, information-intensive pieces for ACs to distribute to event attendees. Pocket-sized Z-Cards are great vehicles for this as they provide a handy, lightweight format using a 3.5" by 5" accordion-fold design. This allows room for extensive content and images on both the front and back, offering ease of use and a less cumbersome option to promote the agency instead of a large-format brochure.

Objective

- Provide ACs with a small, handy, brochure-type printed piece that promotes the career options within the agency and offers comprehensive information about FBI roles and responsibilities, eligibility and hiring and physical requirements.
- Design the piece to hand out to potential applicants at live events without having to weigh them down with cumbersome materials.

Strategy

• Design an accordion-fold, pocket-sized comprehensive brochure to distribute that is lightweight and offers quick access to information.

Audience

The FBI audience strategy is complex, and includes targeting based on subject matter expertise, familiarity with the FBI and stage of life. The target audience is 18- to 34-year-old professionals who are passionate about and have experience or education in the following subjects:

- Computers/Network Administration/Computer Engineering
- Information Technology
- Management Consulting
- Accounting
- Finance
- Security
- Science
- Engineering
- Others as needed.



Tactics

HORNE will deliver two "look and feel" cover options based on the new website design and the existing creative campaign: "A Career Like No Other."

Subject Matter Experts	
	b6
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RACI List	
Responsible: HORNE	
Accountable:	
Consult: and	
• Informed:	
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Final Approving Authority	

b6



Copy/Content Message Background

KEY CHALLENGE(S)

- Lack of awareness of the diversity of career options available at the FBI.
- Lack of knowledge of the rigorous selection process and the requirements to apply.
- FBI cannot compete on salary, so the main point of differentiation from the private sector is the mission.

EMPLOYEE VALUE PROPOSITION (EVP):

The FBI stays ahead of the threats through leadership, agility and integration.

The key pillars/messages for FBI's overall strategic plan for the next three to five years: Capability:

- Focus on Leadership in Every Aspect of the FBI
- Incorporate Intelligence in All We Do
- Enhance Cyber Capabilities
- Improve Organizational Agility
- Strengthen Partnerships

Technology:

- Improve Information Technology
- Deploy Innovative Solutions

Talent:

- Promote a Culture of Transparency and Accountability
- Transform Recruitment and Hiring
- Improve Workforce Development
 - o Focus on Diversity, Skill Gaps and Leadership
 - o Attract and Retain Better Talent

Stewardship:

• Improve Stewardship of Resources

EMPLOYER BRAND CHARACTER

- This is a career like no other!
- As the foremost domestic, intel-driven agency, FBI hires only the best and the brightest. Our intelligence, background, experiences and attitude are what make us the FBI.
- If working for a mission-driven organization and having a fulfilling and varied career is important to you, the FBI is the place for you. You can have multiple careers inside of FBI. The first step is getting in.
- Our mission is to hire the right people who will help us get ahead of threats.
- Our mission is to protect the American people and we do this in many ways.

EMPLOYER BRAND COMPETITORS

The FBI's competitors and what's important to know about them:



- NSA: "Where Intelligence Goes to Work" Similar positions, multiple analysts, engineers, cyber and mathematicians.
- CIA: "We Hire Amazing People. Like You." Aggressive in pursuing STEM and cyber security experts.
- Lockheed Martin: "You are Meant to Make a Difference." Aggressive in pursuing linguists, intelligence analysts and cyber security experts.
- MITRE: "Use Your Skills and Passion to Build a Career." Hiring analysts, cybersecurity, IT and engineers.

Copy/Content Message

- Background information: Current FBI A Career Like No Other brochure.
- Word count (TBD) Standard word count for a Z-Card front: up to 2,000 words with photos; back: up to 2,000 words). NOTE: Because this piece needs to immediately attract a potential candidate's attention and, because of its extensive size (when opened), rely on infographics and bullet points to convey the brand message, which will reduce the word count and provide visual direction and appeal.
- Tone Inspiring, refer back to employer brand character background listed above.
- Infographics Use infographics as much as possible to represent the content graphically. For example, for career paths, use a split image of a person identifying his or her career path on one side (Special Agent, Intelligence Analyst, Linguist, Accountant, etc.) and his or her specialty (STEM, Cyber, etc.) on the other side. The point is to show that anyone with any background can go into each of these career paths/specialties at the FBI.)
- Mission Priorities:
 - Protect the United States from terrorist attacks.
 - Protect the United States against foreign intelligence operations and espionage.
 - Protect the United States against cyber-based attacks and high-technology crimes.
 - Combat public corruption at all levels.
 - Protect civil rights.
 - Combat transnational/national criminal organizations and enterprises.
 - Combat major white-collar crime.
 - Combat significant violent crime.

Content Outline

- 1) Background and milestones of the FBI. [COPY: Refer to the strategy snapshot pyramid.]
 - Mission and Vision
 - Why the agency was formed.
 - Timeline: https://www.fbi.gov/history/timeline
- 2) Career Paths Matching attributes of candidate character, experience requirements broken down, opportunities for growth (educational background desired, years experience needed, where it could take you within the FBI) and other pertinent information.
 - Disqualifiers as it applies to all career paths and specialties, where needed.
 - Operations and Intelligence:
 - Special Agents



- Intelligence Analysts
- Language Analyst
- o Surveillance
- Specialized Career Paths:
 - o STEM
 - Arts and Communications
 - Accounting and Finance
 - Business Analysis and Administration
 - Facilities and Logistics
 - o Legal
 - Medical and Counseling
 - o Police and Security
- Students and Internships
- 3) Locations Field offices, Headquarters.
- 4) Hiring Process
- 5) FBI Employee Life Exciting opportunities/experiences/advantages.

Creative Requirements

- Size: Z-Card accordion fold (folded: 3.5 x 5"; Flat: 31.25 x 13.25"; two-sided).
- Print
- Four-color.
- Full bleeds.
- 508 pdf for use on the website.
- Photos
- Follow the new campaign that has been adapted from FBI's A Career Like No Other.

• [LOGOS]

FBI Seal

FACEBOOK www.facebook.com/fbi TWITTER twitter.com/FBIJOBS

YOUTUBE www.youtube.com/user/fbi

LINKEDIN www.linkedin.com/company/fbi

[DISCLAIMER]

https://www.fbijobs.gov/equal-opportunity

Technical Requirements

• 508-compliant version required for eventual inclusion on the FBIJOBS gov website (TBD).

How the client will use the Deliverable: (TBD)

Primary use — print

ACs will pass out the Z-Card at live events.

Schedule



Task	Plan Start	Plan Complete
Creative Brief	10/24/2016	11/9/2016
Copy	11/15/2016	12/14/2016
Layout	12/15/2016	1/16/2017

NOTE: The following is the final, government-approved schedule for completion of this project on time and on budget. Delays or changes due to government action or inaction may impact schedule and cost.

CAREER PATHS AT THE FBI

A Career Like No Other

At the FBI, we do complex work to achieve a simple mission: protect the American people and uphold the US Constitution. Today, that translates to multiple careers for people with diverse backgrounds who all work to keep their communities and the nation safe.

Operations and Intelligence Careers

Special Agents

- » Investigate over 200 different categories of violations related to national security and federal law
- » Investigations can include bank robberies, terrorism, corruption, cybercrime, organized crime, espionage, drug trafficking and more.
- » Never a typical workday may be called upon to follow a specific individual or droup of people and observe their activities for an extended period. of time.

Science, Technology, Engineering and

- Work with advanced technologies to: address unique investigative and intelligence challenges not found in the
- forensics, biology and more

Intelliaence Analysts

- Analyze information and make recommendations
- » Knowledge and strategies help identify and combat threats.
- Collaborative networks with state, local and federal partners and with members of the Intelligence Community help mitigate risks before they

Language Analysts

- Knowledge of other cultures and languages can help protect the nation against threats.
- » Work with a team to defend the " country against foreign counterintelligence threats, cases of corruption, espionage, cybercrime and other unlawful offenses.
- » All FBI Linguists begin their careers as Contract Linguists

Surveillance

- Gather intelligence to identify domestic and international threats
- Work alongside case agents to discreetly gather intelligence in support of angoing counterterrorism, foreign counterintelligence and criminal investigations.
- » Work in a team environment outside of a typical, ordinary office setting.

Specialized Career Paths

Mathematics (STEM)

- private sector
- Expertise applies to accounting, forensic science, computer technology. cyber security, electronics, economics, finance, biometrics, encryption, data science, information technology, mathematics, chemistry, computer
- Primarily work within the Laboratory Division, Operational Technology Division, Cyber Division, Criminal Justice Information Services (CUIS) Division and the Information Technology Branch.

Arts and Communication

- Degrees in arts and communications fields lend their creative skills to remedy practical problems within FBI operations.
- Support the mission of keeping the US safe through clear communications; strong, impactful visuals, and much more.
- Career fields vary in scope but generally fall into the following categories: Audio-visual; photography; communications, and graphic and physical design.

Accounting and Finance

- Manage interagency funds across Bureau departments.
- » Accomplishing investigative goals by following the money trails of organized crime units.
- » Two tracks. The first track is administrative- dealing with customer-focused and departmental jobs in finance, accounting, fiscal planning, reporting and budgeting. The second deals with accounting skills in the intriduing and complex investigative capacity of forensic accounting.

Business Analysis and Administration

- Provide support to the highest levels. of the FBI.
- Boost efficiency and are the backbone of our organization.
- Wide range of professional functions. ranging from executive assistants to management consultants.

Facilities and Lagistics

- Maintain and support the operations of FBI infrastructure and facilities.
- Provide program support for the FBI's. facility management, acquisition, construction and renovation activities.
- » Logistical support through mail services, warehousing/freight services, telecommunications services, printing and graphics services, security electronics, professional media services, IT infrastructure support and vehicles to all FBI customers.

- Advise the FBI on international and domestic law enforcement and intelligence investigations.
- » Work with FBI employees at all levels, advising on a broad spectrum of legal and legislative challenges affecting international and domestic law enforcement and intelligence operations, investigations and policies.
- Legal professionals have the opportunity to use their skill sets to become Special Agents and Intelligence Ana-

Medical and Counseling

- Use expertise to aid operations and ensure FBI personnel are prepared physically.
- » Special Agent Paramedics, Occupational Health Nurses, Employee Assistance Counselors and Mental Health Assessment Specialists possess unique knowledge, skills and experiences that are highly valued by
- » Work in settings throughout FBI operations-both in the office as well as in the field - to protect the American

Police and Security

- FBI police and security professionals. work together to keep FBI employees.
- Administer security programs.
- Establish procedures for processing. security requests and provide security training to the workforce.

INFOGRAPHIC OF 3 POSSIBLE CAREER PATH OPTIONS? OR HOWEVER WE CHOOSE TO SHOW THIS...

CORE VALUES [BANNER OR SIMILAR SPANNING THE GRAPHIC]

RESPECT, FAIRNESS, COMPASSION, ACCOUNTABILITY, INTEGRITY, LEADERSHIP, RIGOROUS OBEDIENCE TO THE CONSTITUTION, DIVERSITY

FBI'S MISSION, VISION, PRIDRITIES

Mission

The mission of the FBI is to protect the American people and uphold the Constitution of the United States.

Vision

Ahead of the threat through leadership, agility and integration.

Priorities

- » Protect the United States from terrorist attack.
- » Protect the United States against foreign intelligence operations and espionage.
- » Protect the United States against cyber-based attacks and high-technology crimes.
- » Combat public corruption at all levels.

- » Protect civil rights.
 - » Combat transnational/ national criminal organizations and enterprises.
 - » Combat major white-collar crime.
 - » Combat significant violent crime.

In addition to FBI headquarters, located in Washington, DC, there are 56 FBI field offices located in major metropolitan centers across the United States. Each covers a defined geographic region and is responsible for all FBI operations in that region.

Additionally, the FBI has international offices around the globe. These offices — called legal attaché or legats — are located in US embassies.

FBI: LOCATIONS IN THE US

Headquarters: Washington, DC

Cincinnati, OH

Cleveland, OH

Columbia, SC

Indianapolis, IN

Field offices: Albany, NY Albuquerque, NM Anchorage, AK Atlanta, GA Baltimore, MD

Chicago, IL

Dallas, TX Denver, CO Birmingham, AL Detroit, MI Boston, MA El Paso, TX Buffalo, NY Honolulu, HI Charlotte, NC Houston, TX Jackson, MS Miami, FL Jacksonville, FL Milwaukee, WI Kansas City, MO Minneapolis, MN Knoxville, TN Mobile, AL

New Haven, CT Las Vegas, NV Little Rock, AR New Orleans, LA Los Angeles, CA New York, NY Louisville, KY Newark, NJ Norfolk, VA Memphis, TN

Omaha, NE Philadelphia, PA Phoenix, AZ Pittsburgh, PA Portland, OR Richmond, VA Sacramento, CA

Salt Lake City, UT

Springfield, IL Tampa, FL

Oklahoma City, OK San Antonio, TX San Diego, CA San Francisco, CA San Juan, PR Seattle, WA

St. Louis, MO

» Default on a student loan insured by the US Government.

Drug Policy.

Disqualifiers

» Non-US citizenship.

To meet eligibility requirements for

employment, you must not violate any

of the below employment discualifiers.

Agent candidates only: conviction

» Violation of the FBI Employment

of a domestic violence misdemeanor

» Conviction of a felony (Special

or more serious affensel.

Failure of an FBI-administered

- urinalysis drug test.
- » Failure to register with the Selective Service System
- (for males only, exceptions apply).
- » Knowingly or willfully engaged in acts. or activities designed to overthrow the US covernment by force.
- » Failure to pay court ordered child support.
- » Failure to file federal, state or local income tax returns.

Next Steps

Once you have received and accepted a conditional job offer, the FBI will initiate an intensive background investigation. The preliminary employment requirements include:

- » Polygraph examination.
- » Test for illegal drug use
- » Credit and records checks.
- » Extensive interviews with former and current colleagues, neighbors, friends, professors, etc.

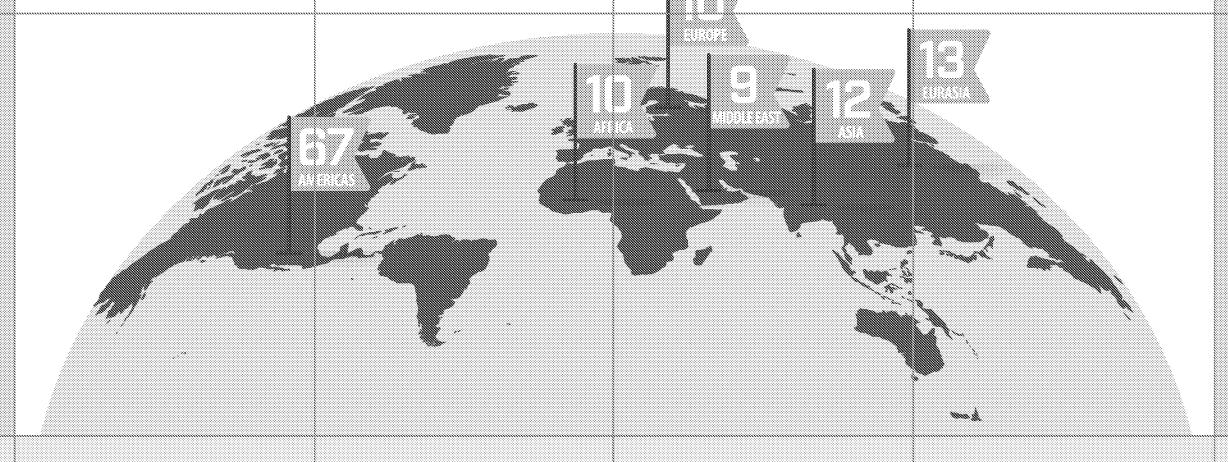
EMPLOYEE LIFE: WE ARE ONE FBI

The FBI is an organization like no other. We strive to protect American citizens while upholding the Constitution of the United States, both at home and abroad.

A career at the FBI provides the opportunity to work among the best. We have more than 35,000 special agents and professional staff who work across the globe to protect the United States from terrorism, espionage, cyberattacks and major criminal threats.

While there are dozens of career paths from which to choose, we are one FBI. That means we have a diverse, inclusive culture of employees from all walks of life. We provide a career like no other and that means our principles and values set us apart from traditional Fortune 500 companies. You can feel like you are a part of something bioder. something that helps save lives and keep America safe.

At the FBI, you will have unique apportunities. We will challence, support and encourage you to forge a career path with other dedicated employees working for the same critical mission. In this way, we are one family - one FBI.



FBI: A BRIEF HISTORY

APPLYING AT-A-GLANCE

EMPLOYMENT ELIGIBILITY

Register for an account at FBljobs.gov.

Fill in all application sections.

Search for a job posting at apply fbijobs.cov.

Add required and optional documents.

TIMELINE W/VARIOUS EVENTS **CALLED OUT LARGER**

1908 Creation of a special agent force within the US Department of Justice.

ersham named this force the Bureau of Investigation (BOI).

1935 Agency officially became the Fed-Attorney General eral Bureau of George W. Wick- Investigation at

the beginning of seal had been Fiscal Year 1936. the DOJ seal

1941 FBI seal, as currently depicted, came into lim-

1950 The FBI initiated ited use at this the Ten Mast time. The prior

with an extra

and its motto.

band for the FBI

Wanted Fugitives Program national atten-

in order to draw tion to dangerous criminals who have avoided capture. don B. Johnson to investigate

Lee Harvey Oswald assassinated President John F. Kennedy in Dallas, TX. President Lvn-

1963

the murder.

1968 James Earl Ray Martin Luther King, Jr. in Memphis, TN. The FBI investigation ordered the FBI based on the violation of Dr.

King's civil rights

so that federal jurisdiction in the assassinated Or. matter could be established. opened a special 1975 The J. Edgar Hoover FBI

Building was for-

Fawaz Younis became the first suspected foreign terrorist arrested by the Bureau for

1987

mally dedicated. a crime perpetrated against Americans on foreign soil. In March 1989, a US District Court

1997 The FBI announced its new sentenced You-National DNA nis to 30 years Index System for the hijacking (NDIS), NDIS of a Jordanian allows forensic plane carrying

two Americans, science laboratories to link

serial violent crimes to each other and to known sex offenders through the electronic exchange of DNA profiles.

September 11. 2001 Following the massive terrorist attacks against New

York and Wash-2011 ington, the FBI President dedicated 7,000 Barack Obama of its 11,000 announced special agents

and thousands of FBI support personnel to the investigation.

forces.

that Osama bin 2013 Laden – a Most James B. Comey Wanted terrorist was sworn in as and the master- Director of the mind of the 9/11 FBI. attacks -- had been killed in Pakistan by US

Complete Pre-application Questionnaire, (Special Agent applicants must complete the Self-Physical Fitness Test (PFT) and input their results in the application.)

Submit!

WHAT WILL YOUR IMPACT BE?

The Federal Bureau of Investigation's (FBI) mission is to protect the American people and uphold the Constitution of the United States. We defend the rights of citizens from all enemies, both foreign and domestic.

Whether behind the scenes or on the front lines, all FBI employees work toward the same critical mission in a career truly unlike any other. In this way, we are one FBI.

Here's a look at life inside the FBI. Join us!

Our Vision

Ahead of the threat through leadership, agility and integration.

Our Priorities

Protect the United States from terrorist attacks.

Protect the United States against foreign intelligence operations and espionage.

Domoat public conduction aialleves

Combatnajor

white-collar crime.

Protect civil rights.

Protect

the United States against cyber-based attacks and hightechnology crimes.

Combat significant

Combat transnational/ national criminal organizations ano enierorses

Our Culture: More than Expected

We have a diverse culture of employees who make us one unified family — with some cool perks.







FIND US:

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The FBI is an equal opportunity employer.

Career Paths at the FBI

A Career Like No Other At the FBI, we do complex work

that translates to multiple careers for people with diverse backgrounds

Operations and Intelligence Careers » Special Agents

» Intelligence Analysts » Contract Linguists

Surveillance Specialists

Specialized Careers

» Science, Technology, Engineering and Mathematics (STEM)

Arts and Communication » Accounting and Finance

Business Analysis and Administration

» Facilities and Logistics » Legal

» Medical and Counseling » Police and Security

Applicant Process

If you're inspired by our mission and excited to start a career like no other, here's what you need to know about the application process:

view careers and

depending on the job. For careers like Special Agent or Intelligence Analyst, the hiring process can

take a year or more.

Once accepted, candidates will undergo an extensive background investigation, including: » Polygraph examination. » Interviews with

» Drug test. » Credit and records checks. former and current colleagues, neighbors, friends, etc.



Once accepted, all new employees attend Quantico for a short new employee introduction course. Employees in Special Agent, Intelligence Analyst, or other positions will remain at Quantico for job-related training.

Employment Eligibility

Minimum Qualifications You must

» Bela U.S. citizen.

» Be able to obtain a Top-Secret Clearance.

» Possess a valid driver's license.

Automatic Disqualifiers

» Non-U.S. citizenship. » Conviction of a felony.

» Violation of the FBI Employment Drug Policy.

» Default on a student loan insured by the U.S. government.

urinalysis drug test. » Failure to register with the Selective. Service System (males only)

» Failure of an FBI administered

 Knowingly or willfully engaged in: acts or activities designed to overthrow the U.S. government by force.

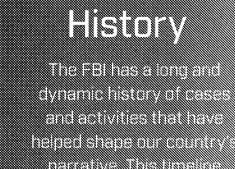
FILEARERS

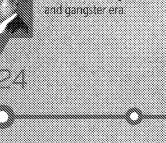
A CAREER LIKE NO OTHER

 Failure to pay court ordered. child support

 Failure to file federal, state or local income tax returns.







of Riscal Year 1936

ordered the FBI to investigate the murder



1963

opened a special investigation based. on the violation of Dr. King's civil rights so that federal jurisdiction in the matter could be established.



acretary, a Secret Service agent nd a Washington, D.C. police officer The FBI investigation determined Hinckley acted alone

Washington, D.C. on September 11th the FBI dedicated 7,000 of its 11,000 Special Agents and thousands of FBI support

personnel to the investigation.





o explore and advance the ise of new and enhanced biometric technologies and capabilities for integration

computer hacking, economic espionage and other offenses directed at American nuclear power, metals and solar







ivestigations into the notorious iob poss Ai Capone resulted n several jail sentences

The FBI initiated the Ten Most
Wanted Fugitives Program in
order to draw national aftention
to dangerous criminals
who have avoided capture

Ku Kux Klan (KKK) members burned 1964 and buried the bodies of three civil rights workers in Philadelphia, MS. The FBI's subsequent "Mississippi Burning" investigation helped convict eight men – including a deputy sheriff and the impenal Wizard of the Ku Klux Klan



A break-in at the headquarters of the Democratic National Committee (Watergate) caused the FBI to become involved in one of the most politically sensitive investigations in the FBI's history. It led to President Nixon's resignation.

The FBI announced its new National DNA Index System (NDIS). NDIS allows forensic science laboratories to link serial violent crimes to each other and to known sex offenders through the electronic exchange of DNA profiles.

Hours after Hurricane Katrina 2005 struck New Orleans, 500 agents and other personnel from around the country helped secure the city, answer emergency calls, patrol the streets, conduct search and rescue operations and identify victims

Ten Russian spies were arrested after 2010 a decade-long FBI

information in U.S. policy-making circles

President Barack Obama's adminisa decade-long FBI President Barack Obama's adminisinvestigation into tration released PPD-41, giving the
a Russian effort to develop sources of Joint Task Force (NCUTF) the lead on the federal government's cyber threat response activities



